



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)

DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST **In Sacramento**

WHO SHOULD APPLY

This is a departmental promotional examination for the Department of Social Services.

1. Applicants must have a permanent civil service appointment with the Department of Social Services as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18890; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, MS 8-15-59, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please include the examination title on the application. Applications without this information will not be processed.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

APPLICATION DEADLINE

FINAL FILING DATE: AUGUST 24, 2009

Applications (STD 678) must be **postmarked** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$4619 - \$5616 per month

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**ASSOCIATE ADMINISTRATIVE ANALYST
(ACCOUNTING SYSTEMS)
JM36 - 5304**

**FINAL FILING DATE: AUGUST 24, 2009
EXAM CODE: 9BP15**

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: It is your responsibility to make sure you meet the education and/or experience requirements for this examination by the final file date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience in the California state service performing duties comparable to those of an Assistant Administrative Analyst (Accounting Systems).

OR II

Experience: Three years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. **or**
2. Preparation of comprehensive and complex financial statements and tax returns. **or**
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. **or**
4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies.

[At least one year of the qualifying experience shall have been equivalent in level to an Assistant Administrative Analyst (Accounting Systems) in California state service. In the evaluation of experience, greater weight will be given to experience in the full-time development and installation of accounting systems.] **and**

Education: Either

1. Equivalent to graduation from college, with specialization in accounting. **or**
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, and cost accounting; and business law; **or**
 - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**POSITION
DESCRIPTION**

Makes major analytical studies of the accounting systems of large and complex State agencies; formulates new or revised systems to meet accounting needs; analyzes the application of office machines and other equipment to specific operations; studies costs and formulates unit cost data as necessary to implement surveys; analyzes work flow and layout; establishes standards for the evaluation of work output; evaluates existing and proposed financial organization, policies, and procedures; prepares factual reports with recommendations based on studies and surveys; prepares manuals of accounting procedures and guides and assists in the installation of new procedures and systems; advises agency officials on accounting and fiscal problems; analyzes budget requests and makes recommendations on their necessity and feasibility; does research on legislation pertaining to fiscal matters and revises accounting procedures to conform; interviews and consults with departmental officials and officers of outside agencies; may supervise and give advice to administrative analysts on lower levels; dictates correspondence.

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**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

**QUALIFICATIONS
APPRAISAL
INTERVIEW SCOPE**

It is anticipated that interviews will be held during **September/October 2009**. Ordinarily interviews are scheduled in Sacramento. However, locations of interviews may be changed as conditions warrant.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

Scope:

A. Knowledge of:

1. Accounting principles and practices.
2. Governmental accounting and budgeting.
3. Administrative survey principles and techniques.
4. Principles of organization, administration, and management.
5. Uniform accounting system and financial organization and procedures of the State of California.
6. Principles of public administration.
7. Office methods, equipment and procedures.
8. Statistical methods.
9. Principles of personnel management and supervision.
10. Principles and procedures of automatic data processing systems.

B. Ability to:

1. Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies.
2. Establish and maintain cooperative relationships with representatives of public and private agencies.
3. Communicate effectively.
4. Prepare questionnaires and interview effectively.
5. Supervise the work of both the technical and clerical assistants.
6. Analyze data and draw sound conclusions.
7. Prepare comprehensive reports and compile manuals of accounting procedures.
8. Analyze situations accurately and adopt an effective course of action.

**VETERANS
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

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GENERAL INFORMATION (CONTINUED)

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an optional oral presentation is conducted, in addition to the scope described on the this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.